

Notice of Holiday Office Closing

Dear Team,

As we approach the holiday season, we would like to inform you of our office closing dates for this year:

- **Office Closing Date:** December 24, 2023
- **Office Reopening Date:** January 2, 2024

During this time, all remote work will be paused, and we encourage you to spend quality time with your loved ones. Please ensure that all essential tasks are completed before the final closing day.

If you have any questions or concerns, feel free to reach out to your team leader.

Wishing you all a joyful holiday season!

Best regards,
Your Management Team